

CHILD PROTECTION ACCOUNTABILITY COMMISSION
Non-Academic Education Committee
Wednesday, October 10, 2018
Collette Educational Resource Center, Conference Room C

Meeting: The Child Protection Accountability Commission (CPAC) Non-Academic Education Committee was called to order at 2:05 p.m. on October 10, 2018 at Collette Educational Resource Center, Conference Room C by chair Tammy Croce.

Attendees:

Karen DeRasmo, Prevent Child Abuse DE	Tammy Croce, DASA
Susan Haberstroh, DOE	Rosie Morales, Office of Child Advocate
Jennifer Davis, DOE	Tania Culley, Office of Child Advocate
Deb Stevens, DSEA	Michele Yingling, DSCYF
Kellie Turner, Prevent Child Abuse Delaware	Kristi Lloyd, DOE
Alyssa Moore, DOE	Brian Moore, DOE

Agenda Topics

- I. **Welcome and Introductions:** Everyone was welcomed to the meeting.
- II. **Approval of agenda:** Tammy Croce asked for approval of the meeting agenda. Brian Moore made a motion to accept the meeting agenda and motion was seconded by Susan Haberstroh. Motion passed.
- III. **Approval of meeting minutes:** Tammy Croce asked for the committee members to review the meeting minutes from August 27th. Deb Stevens made a motion and was seconded by Tania Culley to accept the meeting minutes as presented. Motion passed.
- IV. **Debriefing from Non-Academic Training Workshop, September 17th:** Tammy Croce stated that the purpose today is to review the Non-Academic Training that occurred at Del-Tech Terry Campus at the Del-One Conference Center on September 17th. Concern was expressed on the low attendance and that LEAs are not taking seriously the personal body safety programming requirement that goes into effect for the 2019/2020 school year. Tammy Croce and Susan Haberstroh both stated that it is going to be very important to continue to get the message out and stress the importance of Delaware Code §4162. Tammy Croce and Susan Haberstroh did a presentation at the Communications and Collaboration Network meeting that was held on September 19th on the non-academic trainings including the personal body safety programming requirement. Rosie Morales will be bringing to the October 18th meeting of the

Communications and Collaboration Network committee information on the four approved vendors that LEAs can choose from for the personal body safety programming. Susan Haberstroh stated that this group also needs to attend Human Resource Directors, Business Managers, and other meetings, where there is a large audience to continue to get the messaging out.

Tammy Croce stated that there are some LEA staff that think other trainings such as testing assessment may count as Non-Academic training. It was reiterated that those trainings do not count toward this requirement. She also noted that SCR 69 is in place that discusses specific curricula related to drug prevention programs.

Follow up items are as follows from the Non-Academic Training on Wednesday, September 17th:

- **Develop a one page document for trainings:** It was requested that a one page document be created of the approved courses under the topic areas. Tania Culley asked, what is the approval process for getting other trainings approved, for example Compassionate Schools. Susan said that a training request form has been developed and all courses being developed will need to go through the appropriate channels for the topic area as laid out in Delaware Code §4162 for approval. Tammy Croce stated that at this time it is crucial that the training bank gets under way so that as LEAs are developing their professional development days they have a collection of resources to draw from. Everyone was reminded that if a face-to-face training is completed, that registration is done in PDMS and the individuals go back into the system and complete the assurance so that the completion is captured for the reporting.

Question was asked, for the Stewards of Children's which is "evidence based", do school personnel have to take it and the answer is "no." School personnel do need to take the mandatory detection and reporting module at least once.

A handout was provided by Brian Moore and Alyssa Moore on all trainings that staff must take. Susan Haberstroh expressed concern over the document because this committee is only charged with Delaware Code §4162 and if we put this document out and miss a training then an individual will say it was not on the list, I don't have to take it. Brian Moore stated the questions he is receiving from the department's customers are that they want a document showing all trainings, not just trainings related to Section 4162. Discussion was held on developing a document for Non-Academic trainings under Section 4162 and then taking the document to leadership and asking for a comprehensive document to be developed for the LEAs. Tania Culley suggested taking the document and adding links to the code and statutes to assist the LEAs. Tania Culley suggested and Susan Haberstroh agreed, eliminating the flexible hour section all together

and just explain what flexible hour training is, because those hours must come from the other topic areas.

Discussion was held around removing CPAC from Non-Academic training messaging because CPAC is only responsible for child abuse and personal body safety programming. Discussion was held on adding the word minimum number of hours to the handout instead of 1 hour, 2 hour, etc. because some LEAs may be requiring additional hours. Brian Moore and Alyssa Moore, stated they would revise the handout and bring back to the committee.

- **What is the process for notifying the department of educational programming and person responsible by November 15th:** Brian Moore stated that LEAs were informed via the department's Chiefs and Principals memos that they must submit their plan for selection of the curriculum that the district/schools will use no later than November 15th. They must also submit the name of the individual responsible for overseeing the implementation of the curriculum. The LEAs were told that the department does not need to know which curriculum is chosen, just to provide the timeline for the selection process in order to ensure that the curriculum is in place for delivery to pre-K thru grades 6 students before the 2019-2020 school year. They must send all requested information to Brian Moore.

Karen DeRasmo asked if the compiled list of LEAs plans could be shared with Prevent Child Abuse Delaware so they would know what LEAs were planning. Brian Moore expressed concerns over sharing the list with just one vendor. The group decided the list would be shared with the Non-Academic committee and the committee would share the list with all vendors.

It was discussed about adding a contact name onto the approved vendor listing so if LEAs had questions whom they could contact. Tania Culley stated that they could list The Office of Child Advocate; however, Brian Moore stated he felt it should be him because he is fielding all other questions. It was decided Brian Moore's name and number would be added to the approved vendor sheet as the contact person.

- **Giving the parents the "opting out" right:** Discussion was held related to parents who do not want their child to participate in the body safety curriculum and whether there was a provision to allow for this. It was stated there is nothing in the law around this issue. It was decided that the parent letters would be the only letters provided to the parents and if a district/charter receives a request it will be a local decision.

- **90-Clock Hours:** Discussion was held on how personal body safety programming could be counted towards 90-clock hours for certified staff. If an individual takes training to become certified and they are delivering the materials to peers they can follow the process in place to request approval for hours; however, no hours will count for presenting materials to students. This is a local decision as the 90 clock hours are part of licensure and certification and beyond the scope of this subcommittee.
- **Non-Academic Training Web Page:** There was a request for the creation of a Non-Academic web page to house all information for the Non-Academic trainings. All Non-Academic training information is already currently listed under the School Climate and Discipline webpage and maintained by Brian Moore at the following link; <https://www.doe.k12.de.us/Page/3324>.
- **Stewards of Children into PDMS:** A request was made for Stewards of Children to be put into PDMS. It was stated that Stewards of Children is usually a face-to-face program; however, there is a module developed, but the cost is \$10 per person and staff would have to do the module through the vendor. Kristi Lloyd stated individuals would have to register in PDMS and take the module and go back into PDMS and do the assurance so that course would be captured in the reporting. Susan Haberstroh stated that normally for courses in PDMS and Schoology there is no cost; however, that would have to be a district decision on who would pay for the cost of the course.

Jenn Davis stated that it has been brought to her attention LEAs are concerned about staff members going into PDMS and doing the assurances and never actually doing the training. Brian Moore stated this goes back to the employers' role in this process and they have the right to ask for the certification of completion. Susan and Tammy stated that these requirements are a condition of employment and it comes down to being the employees' responsibility. This was communicated at the Sept 17th and 19th meetings.

- **Tracking Reporting:** Kristi Lloyd stated that the three Cohorts have been established and LEA staff have been assigned to a Cohort. Three reports have been developed and running with no issues. The reports will be available at both the district and school levels and will be available in the report portal. Adrian Peoples would like to know what to call the report section. Discussion was held and it was decided to call the report section, Non-Academic Mandatory Training Reports. Kristi Lloyd stated that the Technology Operations team will make a presentation to the LEAs Technical Support group. Tammy Croce also suggested that they do a presentation to the Human Resources Directors and to contact Gerald Allen who is in charge of the group. Susan Haberstroh suggested that a

presentation on the tracking be done at the November 21st meeting of the Communications and Collaboration Network committee.

- **Military Service Leave Request:** Discussion was held around how to handle request for military leave, maternity leave, etc. Decision was made that the committee would not move anyone into a different Cohort. Alyssa Moore asked Deb Stevens if she knew of any issues this would cause if the committee does a blanket statement that they would not be making any switches; however, the LEAs can handle on the local level on a case by case basis and the department would provide support on as needed case. Deb Stevens said she did not see any issues and that it might be helpful to provide the LEAs with a FAQ document.

Susan Haberstroh stated that her only other concern is what happens if a student does not receive a prior grade of the personal body safety programming, how do the LEAs handle this situation. The group stated there is nothing that can really be done and the LEAs would handle just like they do with any other curriculum.

V. Public Comment: None

VI. Future meeting dates

- a. Tammy Croce asked Linda Sullivan to send out a doodle poll for a meeting in January, 2019.

Other meetings: CPAC Education Committee – December 12, 2018–1:00 to 3:00 p.m. – Collette

Full CPAC Commission meeting – November 14, 2018 – 9:00am to 12:00pm - NCCCH

A motion was made by Brian Moore and seconded by Tania Culley to adjourn the meeting at 3:30 p.m.

Approved at the January 30, 2019 meeting with a motion made by Deb Stevens and seconded by Brian Moore to accept the meeting minutes with the correction of adding Brian Moore to the attendees. Motion passed.